

# **Schedule 43-5**

## **DEPARTMENT OF ADMINISTRATIVE SERVICES CENTRAL DATA PROCESSING**

**MARCH 31, 1992**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER
	43-5
	AGENCY, BOARD OR COMMISSION
	DEPARTMENT OF ADMINISTRATIVE SERVICES
	DIVISION, BUREAU OR OTHER UNIT
	Central Data Processing
	Supersedes Edition of January 31, 1979

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE	
* <i>J. V. Hutton</i>	
TITLE	DATE
<i>Business Manager III</i>	<i>March 23, 1992</i>

**PART II -- ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	
* <i>Andrew I. Paul</i>	
STATE ARCHIVIST	DATE
	<i>3/27/92</i>

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	
* <i>Allen J. Beermann</i>	
ADMINISTRATOR	DATE
	<i>March 31, 1992</i>

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 43-5- DEPARTMENT OF ADMINISTRATIVE SERVICES – CENTRAL DATA PROCESSING**

### **43-5-1 ADMINISTRATIVE RECORDS**

#### **43-5-1-1 WORK ORDER (DPD 1833)**

Work orders are used for changes in program projects being conducted by CDP for the agency.

**ANALYST COPY:** Dispose of 3 years after work order is completed.

**OFFICE COPY:** Dispose of 3 years after work order is completed provided audit has been completed.<sup>1</sup>

**ALL OTHER COPIES:** Dispose of when no longer of reference value.

#### **43-5-1-2 ANNUAL WORK ORDER HISTORY LISTING (WOT135)**

Shows actual charges that come from each work order generated.

**SECURITY MICROFILM:** Transfer to security storage; dispose of after 5 years.

**MICROFILM WORKCOPY:** Dispose of after 5 years.

### **43-5-2 DATA BASE AND PROGRAMMING RECORDS**

#### **43-5-2-1 SPECIFICATION COVER SHEET FILE (DPD 1779)**

Form contains general data regarding the program name, date, codes, and type of program, acronym, and changes to those specifications.

**Dispose of after program becomes obsolete.**

### **43-5-3 SYSTEMS RECORDS**

#### **43-5-3-1 DETAILED SPECIFICATIONS**

Specifications are written on every program in the system. Provides the detailed information necessary for the programmer to complete programming. Always kept current and includes modifications of the system.

**Transfer to the State Records Center after program becomes obsolete; dispose of 5 years after program becomes obsolete. Delete information from OV/VM Document after program becomes obsolete.**

### **43-5-4 TECHNICAL SERVICES RECORDS**

#### **43-5-4-1 LIBRARY MEMBER DELETION FORM (DPD 1849)**

Form is completed and signed by agency analyst. Provides authorization for deletion of program from the disc library.

**Dispose of after 1 year.**

#### **43-5-4-2 CONTROL MONITOR SYSTEM UTILIZATION (Daily)**

Daily computer report monitors time sharing. Data shows who was logged into the computer, how long they used it, etc. Is used for reference purposes.

**REPORT: Dispose of daily.**

**DAILY TAPE: Dispose of after superseded.**

**END OF MONTH TAPE: Dispose of after 1 year.**

#### **43-5-4-3 CONTROL MONITOR SYSTEM UTILIZATION (Monthly)**

Monthly report provides month totals of information contained in the daily Time Control Monitor System Utilization.

**REPORT: Dispose of after 4 months.**

**TAPE: Dispose of after 1 year.**

#### **43-5-4-4 AGENCY REQUEST FILES**

Request documents for PC hardware and software: Microcomputer/Office Automation Request (Form 1909), requisitions, letters and OV/VM memos. Reviews and stores tickets that document what was approved (or disapproved) and sold through the CDP micro store. Provides audit trail of agency purchases showing costs and inventory information (e.g. machine serial numbers).

**Dispose of 2 years after date placed in storage provided audit has been completed.<sup>1</sup>**

### **43-5-5 TAPE LIBRARY**

#### **43-5-5-1 OFF-SITE TAPE LOGS**

These logs contain the vol-ser-num, data set name, creation date, logging date and signature of the person signing for the tape if not in a CDP location.

**DAILY DATA: Dispose of after 1 month.**

**INCOMING AND LOGGED OUT TAPES LOGS: Dispose of after 5 years.**

#### **43-5-5-2 TAPE MAINTENANCE REPORTS**

These reports contain vol-ser-num, data set name, job name, creation date and time, location, number of uses and read/write errors.

**DAILY REPORTS: Dispose of after 3 months.**

**MONTHLY INVENTORY AND RETENTION REPORTS: Dispose of after 18 months.**

### **43-5-6 TERMINAL PROGRAMMING RECORDS**

#### **43-5-6-1 SYSTEM SPECIFICATIONS**

Program system specifications.

**Dispose of 1 month after system is operational.**

#### **43-5-6-2 TELECOMMUNICATION NETWORK LISTING**

Listing includes all terminals in the CDP system. Indicates where terminals are located and whenever a change occurs. (Doesn't include time sharing terminals).

**Dispose of after superseded.**

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#### **NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D



## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet